



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

May 19, 2008

OREGON BULLETIN NO. OR-270-2008-01

SUBJECT: IRM – Computer User Security Agreement

ACTION DUE: JUNE 15, 2008

Purpose. Provide information regarding the Computer User Security Agreement and request submission of NRCS-IRM-02.

Expiration Date. September 30, 2008

USDA Departmental Manual (DM) 3545-001 requires that “all employees sign a written certification (Computer User Security Agreement) that they have been trained and made aware of the security rules and regulations after security training has been administered; the employee’s supervisor is to maintain the original copy of the certification and a copy of the certification will be provided to the employee.”

Additionally, the DM states that all USDA partners (i.e. SWCD staff, contractors and volunteers) “must be familiar and comply with the established USDA and Agency security policies and practices, and sign a written certification (user acknowledgement) that they have been trained and made aware of the security rules and regulations.”

The NRCS-IRM-02 Computer User Security Agreement will meet this requirement for employees and partners. While the signed NRCS-IRM-02 is on file for some employees and partners, the overwhelming majority do not have one. As this document has been requested in recent data calls from Headquarters, it is imperative that NRCS Oregon is able to meet this requirement.

All NRCS employees and partners must read, understand, sign, and print their name on the attached NRCS-IRM-02. Supervisor’s signatures are required for NRCS employees. For partners, the NRCS district conservationist’s signature is required. The supervisor/DC must maintain the original, provide a copy to the employee or partner, and send a copy to Rita Ramos, Information System Security Point of Contact (ISSPOC), USDA/NRCS, 1201 NE Lloyd Blvd., Suite 900, Portland, Oregon 97232. This requirement must be met by June 15, 2008.

The help of NRCS district conservationists is appreciated in making sure that partner staff meets this requirement.

Contact: Rita Ramos, Information System Security Point of Contact, (503) 414-3220.

//signed//

LESLEY KELLY

State Administrative Officer

Attachment – IRM-02

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/bulletins07-08.html>

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